

PREFACE

This manual has been compiled for the purpose of setting forth basic policies and procedures of the Louisiana Department of Agriculture & Forestry, together with the rules and regulations of the Louisiana Department of Civil Service which govern classified employees of the State. This manual is not all-inclusive; therefore, specific questions concerning your employment with LDAF should be referred to your supervisor or to the Human Resource Office.

It is important that this manual be kept up-to-date and that all revisions made promptly. Future additions or deletions to this manual will be updated on the intranet or forwarded to you with a transmittal sheet explaining the changes to be made.

This manual has been updated through June 15, 2010.

To: LDAF Employees

From: Mike Strain DVM, Commissioner

Mission

Our mission is to promote, protect and advance agriculture and forestry, soil and water resources.

Vision

Our vision is to be a unified and coordinated team that effectively responds to the challenges facing the agricultural and forestry industries, and pursues each and every opportunity that might provide a benefit to the state and its citizens.

Values

Public First

Each of us has the high honor and distinct privilege of serving the citizens of our state. With fairness and honesty at the forefront, we will be responsive and flexible in our dealings with others.

Pursuit of Excellence

We are committed to getting the job done right the first time in as effective and efficient manner as possible and in accordance with our overall mission. We will aspire at all times to do our jobs better in every dimension.

Positive Response to Change

Recognizing that our workplace, the markets and technology are evolving, we acknowledge that change is inevitable. We will meet the developing demands and expectations of the public with creative thinking, innovation and more efficient processes.

Respect of the Individual

We will create a respectful and meaningful workplace, characterized by honest, direct and relevant communication. Working together as a team, we will honor diversity, individuality, and personal and professional differences.

Community Mindedness

We realize that our work impacts the community in which we reside and, many times, beyond such. Both as individuals and team members, we will strive to make our communities better places to live, work and learn.

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1. ORGANIZATIONAL STRUCTURE

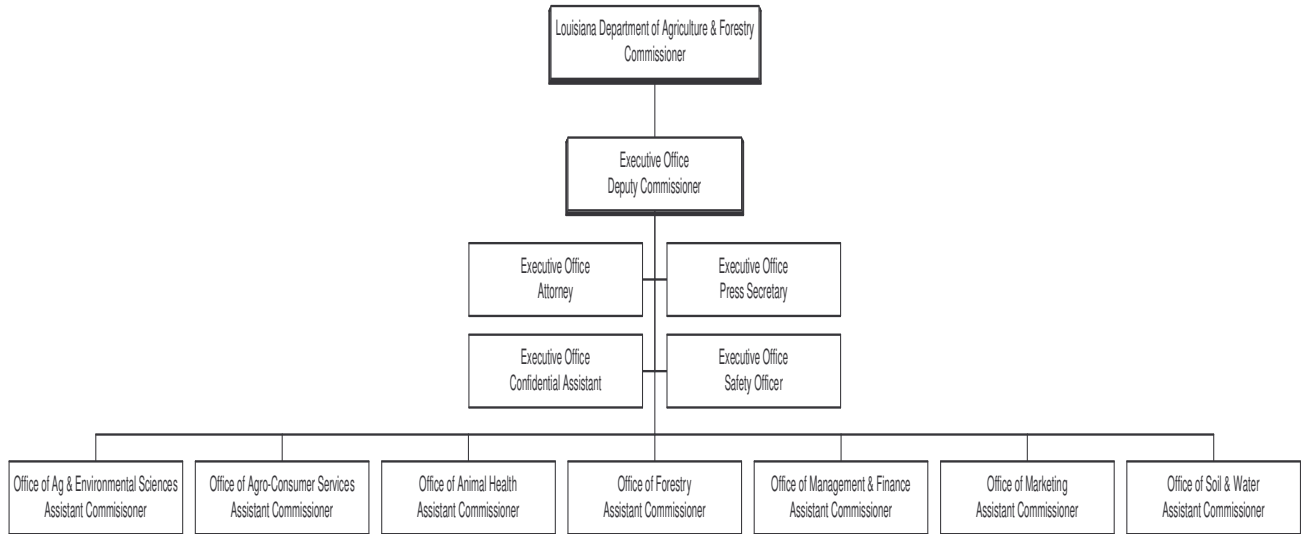
The Department of Agriculture & Forestry is comprised of eight (8) major offices as follows:

- Office of the Commissioner
- Office of Management & Finance
- Office of Marketing
- Office of Agro-Consumer Services
- Office of Animal Health Services
- Office of Agricultural & Environmental Sciences
- Office of Forestry
- Office of Soil & Water Conservation

Each office is further divided into operational divisions with specifically assigned program responsibilities.

Please refer to the organizational chart on the following page, which reflects the basic organizational structure of LDAF and identifies each of its major subdivisions and their chief area of responsibilities.

Louisiana Department of Agriculture & Forestry
Organizational Chart
Executive and Assistant Commissioners



2. HUMAN RESOURCE OFFICE

The Human Resource Office staff members are always available to explain or discuss any matter relative to your employment. The Human Resource Office can be contacted at (225) 922-1255.

Any employee desiring to contact the Department of Civil Service regarding job exams, qualification requirements, or any problem which affects the employee individually, is urged to do so. However, no employee making such contact shall indicate to Civil Service that they are representing the Commissioner or LDAF. No employee should contact Civil Service directly regarding general departmental policy, procedure or business related to the various personnel actions of LDAF. The Commissioner and his designated representatives are the only persons with this authority.

Employment Verifications and Credit Inquiries

From time to time, the Human Resource Office receives phoned or written requests for verification of employment and/or salary.

Phone Inquiries: The Human Resource Office staff will only verify as either correct or incorrect that information which the employee has given on a loan or credit application. No information will be given to a caller who has not submitted a written request. Employee addresses and phone numbers will not be given out to callers unless the caller makes it clear that the information is needed to contact the employee regarding a family or other emergency situation. We will use utmost discretion in these situations. If you do not want your address and/or phone number given out to a caller under ANY circumstances, then please give written notification of your preference to the Human Resource Office.

Written Requests: The Human Resource Office will respond as quickly as possible to written requests for verification of employment and salary. We will not provide a review of the employee's performance, whether positive or negative. Businesses which seek to obtain employment information (rather than to merely verify such information) must make their request in writing.

Certain information is considered private (i.e., information about benefits the employee has, etc.) and will not be given out under any circumstances. Other information, such as employee address and phone number will be given out, unless the employee has submitted a written request to keep that information private.

Employee ID Cards

The Management Information Services (MIS) Office will issue an employee ID card to each new employee who needs one for identification purposes during the performance of their normal job duties. Students will not be issued an ID unless their supervisor notifies MIS that the student must have one for a job-related reason.

3. DAILY WORK ROUTINE

Hours of Work and Work Schedules

Assistant Commissioners are authorized to implement the option of selecting flexible work hours and flexible work schedules for their employees from the following:

Flexible Work Hours

1. The workday shall begin and end at any half hour or hour interval between 6:30 a.m. and 5:30 p.m., Monday through Friday.
2. Lunch periods shall be scheduled within the times of 11:30 a.m. – 1:30 p.m.
3. Please note that if a schedule includes a four (4) hour work day, no lunch period and only one fifteen (15) minute break is allowed on the four (4) hour work day.
4. All functional areas shall be operational between 8:00 a.m. and 4:30 p.m.

Flexible Work Schedules

Assistant Commissioners are authorized to implement the option of employees working either a standard work schedule (8) hour workday, Monday through Friday, or a compressed work schedule. Compressed work schedules will include the following options only:

Four (4) ten (10) hour days in a one-week period, OR
Four (4) nine (9) hour days plus one (1) four (4) hour day in a
one-week period.

Employees should be aware that if a compressed work schedule is chosen, holidays will be handled in the following manner: During any week in which a legal state holiday falls, either statutory or proclaimed, flexible schedules are suspended and all employees shall maintain a standard work schedule of five (5) eight hour days for that week only.

Employees should be aware that if and when the Assistant Commissioner approves the work hours and work schedule requested by the employee, those hours and/or that schedule will be in effect on the first day of the pay period following the approval of the request.

Tardiness:

Employees are expected to be at their workstations at the beginning of their work schedule. Unexcused tardiness may result in an employee being placed on leave without pay for each six minutes of tardiness. In some cases, an employee may choose to request annual leave to cover the period of tardiness; however, it should be noted that annual leave can be used only in 1/2 hour increments, and a request for annual leave must be approved by the employee's supervisor. Employees who are consistently tardy may be subject to disciplinary action. Please reference the Attendance and Leave Policy, Section III, for more information on tardiness.

Phone Use:

Personal calls must be limited in duration and number to ensure that phone lines are available for business. If an unexpected interruption does occur, please complete the call promptly and return to work as soon as possible.

Confidentiality of Records

The records of the Department are "public records" and are subject to inspection by any citizen who submits a proper request to the Commissioner to review such record. You will have daily access to information which is to be treated as confidential. Care should be exercised in passing on any such information acquired in the course of your daily work.

Appearance:

Your appearance reflects upon our Department and should be given due consideration each work day. Extremely casual clothing, such as extremely short skirts, T-shirts, sweatshirts, jogging suits or other sports attire, is not to be worn by office personnel. Dress jeans worn with a sports jacket or blazer are allowable. This includes jeans which are a color other than blue denim, but does not include stone-washed or acid washed jeans. Fridays are "jeans days" but jeans worn must be neat, and cannot be torn, faded or frayed, and must not be worn with T-shirts, sweatshirts, etc. Tennis shoes may be worn only if required to perform job duties.

Field Employees are responsible for wearing clothing that will adequately meet the safe requirements for the type of work performed and the conditions to which they are usually assigned.

The way you dress tells your co-workers, your employer and the public how you feel about yourself, and how you want them to feel about you.

Chain of Command:

In performance of daily duties, it is the Department's policy for employees to go through their normal chain of command on all matters whenever practical.

On occasions when this is impossible due to absence of employees in the chain of command or other reasons, or if the employee has sufficient reason to believe that the normal chain of command has failed or will fail regarding a particular situation, employees are urged to make an appointment with the Commissioner.

Absences From Work:

Employees must obtain prior approval from the appropriate supervisor when an absence is required during normal work hours. A leave request form for the appropriate type of leave should be completed and signed whenever possible before the leave is taken.

Employees who are ill must call in to their supervisors at the beginning of the work-day; other types of leave should be requested at least one day in advance.

Absences from work without approval are unauthorized, and an employee will be placed on leave without pay for those periods of time.

For more information, see TYPES OF LEAVE beginning on the next page, and also see the Attendance and Leave Policy in Section III of this manual.

Lunch and Coffee Breaks:

Lunch: Employees may choose either of the following options:

1. One 30 minute lunch break beginning between 11:30 a.m. and 12:30 p.m. or as directed by supervisory personnel, and two 15-minute coffee breaks (one at mid-morning and one at mid-afternoon), OR
2. One one-hour lunch break beginning between 11:30 a.m. and 12:30 p.m. or as directed by supervisory personnel, but no morning or afternoon coffee break.

Coffee Break: Coffee breaks are permitted only if the employee chooses a 30-minute lunch, and must be taken at mid-morning and at mid-afternoon.

Offices should be attended at all times; therefore someone should be available during lunch periods and coffee breaks to answer phones and greet visitors.

Employees may not earn compensatory leave in lieu of taking lunch and/or coffee breaks.

4. HOLIDAYS

The following days are recognized as regular state holidays:

<u>HOLIDAY</u>	<u>DAY OBSERVED</u>
New Year's Day	January 1
Martin Luther King	Varies
Mardi Gras Day	Varies
Good Friday	Varies
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25
Inauguration Day	Once every 4 years in Baton Rouge
General Election Day	Every two years, statewide

When the Governor designates an alternate date for any holiday, then the designated date becomes the official state holiday. All benefits, work schedules, etc., shall then be based on the designated alternate date.

When the official state holiday falls on a scheduled day off, then that holiday shall be granted to the employee on the nearest regular workday.

Robert E. Lee Day, Dr. Martin Luther King's Birthday, Washington's Birthday, National Memorial Day, Confederate Memorial Day and Huey P. Long's Birthday shall be observed in such manner as proclaimed by the Governor; however, not more than two such legal holidays shall be proclaimed in any one year.

The Governor, by executive proclamation, may authorize the observance of other holidays as may be in keeping with the efficient administration of State government.

5. TYPES OF LEAVE

NOTE: Additional important information on LDAF leave policies is contained in Section 3: Attendance and Leave Policy, the Maternity Leave Policy and the Overtime and Earning of Compensatory Leave Policy.

Annual Leave

The amount of annual leave earned is based on the following schedule:

<u>YEARS OF SERVICE</u>	<u>AMOUNT OF LEAVE EARNED PER HOUR WORKED</u>	<u>APPROX NUMBER OF HOURS EARNED PER MONTH</u>
0 - 3	.0461	8
3 - 5	.0576	10
5 - 10	.0692	12
10 - 15	.0807	14
15 or More	.0923	16

Annual leave is earned by probational or permanent employees or by employees on job appointment. Part-time employees on a probational, permanent or job appointment earn leave commensurate with the number of hours worked regularly.

Leave is not earned for overtime hours worked or while an employee is on leave without pay.

In addition, it is not earned by employees on an intermittent schedule or who are on restricted appointment, although these employees can earn compensatory leave if required to work overtime. These employees also cannot use annual (or sick) leave earned during a previous permanent, probational or job appointment.

Annual leave must be applied for in advance and can be used only when approved by the supervisor, who will consider workload and other factors when presented with a request for leave.

Unused annual leave will carry forward each year.

Payment of Annual Leave Upon Separation: If an employee resigns from state service, retired, is laid off, or is removed from his/her position as a disciplinary action, up to a maximum of 300 hours is paid to the employee as the employee's terminal leave payment. Any annual leave in excess of 300 hours remains on the books and is re-credited to the employee should the employee return to state service, except in cases of removal for cause, resignations to escape disciplinary action and retirement.

If an employee who has received a terminal leave payment should return to work for the state before he has been out of state service for a period equal to the number of hours paid, the employee will be required to "buy back" the leave at a rate equivalent to what was paid. EXAMPLE: An employee resigns and receives a terminal leave

payment for 80 hours of accrued leave. The employee returns to state service after being unemployed for one week (40 work hours). The employee will be required to “buy back” the remaining 40 hours of annual leave. If the employee returns after 2 weeks (80 hours), the employee will not be required to “buy back” any leave.

Please refer to the Attendance & Leave policy in Section III for specific information on employee’s responsibilities in using annual leave.

Sick Leave

Sick leave accrues at the same rate as annual leave and is accrued by the same types of employees.

Sick leave is granted to an employee for personal illness or for medical, dental, optical or other medical consultation or treatment. Sick leave cannot be used to take care of sick children or relatives – annual leave should be requested for these situations.

Under certain circumstances, an employee may be required to provide documentation of the need to use sick leave and of the amount of sick leave needed. Please see Section III, Attendance and Leave Policy, for more information.

Like annual leave, unused sick leave carries forward each year. Unused sick leave that remains after an employee leaves state service can be re-credited if the employee is reemployed within five years, except if the employee was terminated for disciplinary cause or resigned to escape disciplinary action.

Compensatory Leave

Compensatory leave is earned in lieu of overtime payment and the earning rate depends on a number of factors, including job level and whether or not an employee has worked fewer than 40 hours in a week due to a holiday or other leave taken during the week. Please see Section III, Policy on Overtime and the Earning of Compensatory Leave for more information.

When accrued, compensatory leave is used in the same manner as annual leave. It is the policy of LDAF to use accrued compensatory leave before using annual leave.

Compensatory leave may be used in lieu of sick leave if an employee desires, but it is not required to be used in lieu of sick leave. Prior approval of use of compensatory leave in lieu of sick leave should be obtained from the Assistant Commissioner of Management & Finance.

Unused compensatory leave earned at the time and one-half rate is paid if the employee transfers to another agency or leaves state service. Unused compensatory leave earned at the hour for hour rate is canceled if the employee transfers to another agency or leaves state service.

The following caps have been placed on compensatory leave balances:

1. Leave earned at TIME AND ONE-HALF RATE
 - a. 480 hours (320 OT hours worked) for public safety, seasonal or emergency response employees.
 - b. 240 hours (160 OT hours worked) – all others earning at this rate.
2. Leave earned at the HOUR FOR HOUR rate – 360 hours. Any leave in excess of this amount as of July 1st each year will be canceled.

Maternity Leave

Please see Section III, Maternity Leave Policy

Leave Without Pay

Leave without pay may be granted by an agency for a period which does not exceed one year. Civil Service approval is required for periods which exceed one year.

The Director of Civil Service and the agency Appointing Authority each have authority to reduce the amount of originally approved leave without pay.

An employee who fails to return to work following reasonable notification shall be considered to have deserted his/her position and will be removed in accordance with Civil Service Rules. Employees who are absent from their duty station without permission will be placed on leave without pay for that period.

An employee on leave without pay, whether approved or unauthorized, does not earn annual or sick leave for that period, nor does the employee receive the benefit of holidays which fall during the absence.

For Civil Service Exams

Employees may be allowed time off without charge to personal leave to take Civil Service exams pertinent to employment. The amount of time allowable is the amount of time needed to take the test and return to work. A full day of leave cannot be taken to take one two-hour test.

Funeral Leave

Employees may be granted a maximum of two days to attend the wake and/or funeral rites for the following relatives:

Spouses	Parent	Brother
Child	Step-Parent	Step-Brother
Step-Child	Mother-in-law	Sister
Grandchild	Father-in-law	Step-Sister
Grandparent		

Jury or Civil Duty

Employees are allowed time off without charge to personal leave when summoned to appear as a witness before a court, grand jury or other public body provided the employee is not the plaintiff or the defendant. An employee summoned as the result of second employment outside state service cannot be allowed time off under this

rule, but must use annual leave or leave without pay instead.

In order to have the absence charged to jury or civil duty, the employee may be required to provide a copy of the summons or a copy of the written request from the attorney or the individual who has requested the employee's presence.

Note: Civil Leave is used for the period of time the employee is required to be absent for jury or civil duty. Employees who are released are expected to return to work for the remainder of that work day, or the next day if not released in time to return to work that day. Employees who are "on call" or "on standby" should make arrangements to be on call at work, unless they have been ordered in writing to be on call at home only. Under no circumstances can Civil Leave be used to cover periods of time an employee has been released from jury or civil duty.

Act of God or Emergency Days

When closure of an agency is necessary because of an emergency, employees are granted emergency leave with pay. Employees who are required to work during such times are granted non-payable compensatory time for the period worked.

An employee who is off on annual or sick leave during that period will not be charged leave for the appropriate period of time. An employee who is off on leave without pay is not paid for this time.

Education Leave

Educational leave may be granted under the following circumstances:

1. Leave without pay may be granted to coincide with the term of attendance at an education facility.
2. Leave with pay may be granted for a maximum of 30 calendar days (240 hours) in a calendar year if the course is pertinent to the employee's job. The 30 days may be spread throughout the year as classes are scheduled.
3. Leave without pay for up to 90 days may be granted if the training or education is required by the agency.
4. Employees granted leave without pay for education purposes may receive a stipend if such funds are available.

Military Leave

A maximum of 15 work days per calendar year shall be granted for "military active duty for training." A maximum of 180 consecutive days of leave without pay shall be granted to an employee ordered to "military active duty" or "initial military active duty for training" or when placed on "military training duty" and the maximum leave with pay has been exhausted.

6. EMPLOYMENT

With a few exceptions, the positions in the Department are classified State Civil Service positions which are governed by Civil Service Rules.

All supervisors, managers, directors and assistant commissioners are to schedule all new employees for the first Orientation Meeting held after employment for the Commissioner to meet new employees.

It is the policy of LDAF to hire new employees or to replace employees only when it is in the best interest, efficiency and economy of the Department. Therefore, when an employee leaves the agency, the position vacated shall not automatically be considered a valid "vacancy" that will be filled immediately. Nor do our suggested organizational charts mean that at all times we will maintain such organization. A "vacancy" exists only when the Commissioner has approved the filling of a position.

Probational Appointment and Permanent Status

An applicant who is appointed probationally into a position will serve a working test period of up to two years. Depending upon performance, permanent status may be granted at any time after six months. An employee whose performance does not meet required work standards may be removed at any time during the probation period.

After attaining permanent status, the employee will not serve another probation period as long as he/she is continuously employed, unless the employee knowingly and voluntarily accepts a probational appointment into another job.

Merit Increases

After an employee has been continuously employed for six months, he/she becomes eligible for a 4% merit increase. That date becomes the employee's anniversary date, and it will not change for as long as the employee is continuously employed. The employee will become eligible for a 4% merit increase every year on the anniversary date, until the employee has reached the maximum of the pay range.

7. PROMOTIONS

In order to encourage career employment and to receive the maximum benefit from long service employees, it is the policy, whenever practical, to fill vacancies or new jobs by promotion of employees from lower level jobs. Promotions are granted on the basis of qualifications for the job without regard to non-merit factors.

The following procedures will be used for promotions:

Non-Competitive Jobs

These positions will almost always be posted on agency bulletin boards and a notice mailed to each district. Qualified employees are encouraged to apply for any promotional opportunity of interest.

Under certain circumstances (i.e., the position is at a low enough level that there are no jobs below it from which to promote, or other reasons), some vacancies may be announced at other agencies also, or may be filled without posting.

In some instances, an applicant chosen to fill a vacancy may be required to take and pass the appropriate Civil Service exam (competition is not necessary). This usually occurs in a job which requires a skill (such as typing), and the applicant selected has never taken the Civil Service test for that skill. It may also occur when the new position is in a different job "test family" than the old position, and the applicant has never taken a test in the appropriate "test family". Job test families are set by Civil Service policy and they may change on occasion. If an employee wants to know if a test will be required, he/she should contact the Human Resource Office.

Competitive Jobs

The Department has a Promotional Posting contract with the Staffing Division of Civil Service which allows us to post our own vacancies on the Civil Service JobSearch website at www.dscs.state.la.us/jobs.nsf. In order to keep this contract, strict adherence to the following procedures must be maintained:

1. The agency will prepare and post an announcement for a job vacancy on the above-mentioned JobSearch website for the required number of days. In addition, a copy of the JobSearch announcement will be electronically sent to each Assistant Commissioner and each Division Office for distribution. This is being done for informational purposes only; notifying our employees of the vacancies posted on JobSearch is not required by the Department of Civil Service.
2. Interested employees must apply for each specific vacancy, even if they have a Civil Service grade for the job title. Application procedures will be listed on the announcement, and usually require that the applications be sent directly to the Human Resource Office (not to Civil Service).
3. Competition for each internal promotion will be limited to those employees who apply for the specific vacancy according to the instructions on the posting. Employees who have a current Civil Service grade who do not reapply according to those instructions will not be considered. Your Civil Service grade will place you on probational/promotional lists for other agencies, but you must apply for

internal promotions according to the instructions given on the promotion announcement.

4. Within 30 days after the close of the vacancy announcement, a status report will be posted and individual applicants will be notified. This status announcement will be identified by the same job title, announcement number and position number as the original vacancy announcement. The status report will list the number of applicants, the nature of the decision made, whether or not applications were sent to Civil Service because there were more than five applicants, etc.
5. If a promotional vacancy announcement is canceled and the vacancy is not filled, this will be reported via the status announcement.
6. If no decision is made on the filling of the vacancy within 30 days, a status announcement will be issued with an explanation of the delay.
7. Copies of all promotional announcement and applications will be kept on file or forwarded to Civil Service if required. Civil Service will investigate any complaints of irregularities.

8. PAY

All positions have been assigned a pay range by Civil Service, and actions are paid as follows:

Probational Appointment

New employees must be hired at the minimum rate of pay approved by Civil Service. For most jobs, this will be the minimum of the pay range. For some jobs for which an agency has had recruiting difficulties, the minimum rate of pay is set by means of a Special Entry Rate for that job. Special Entry Rates must be approved by the Civil Service Commission.

If an employee is re-entering the classified service, he may be paid at any rate in the range that does not exceed the rate earned when he left state service.

If a new hire has unique or extraordinary job-related qualifications, the agency may, with adequate justification, pay that individual a rate higher than the range minimum. This provision is used only in the rarest of circumstances, and provides that any current employees in the same job class who have substantially similar qualifications as the new hire, and who are being paid less than the entry rate given to the new hire, must be given a pay increase to match the salary granted to the new hire.

Promotion

Promotion to a job one pay level higher than current job will result in a 7% increase.

Promotion to a job two pay levels higher than current job will result in a pay increase of up to 10.5%.

Promotion to a job three or more pay levels higher than current job will result in a pay increase of up to 14%.

Merit Increase

An employee's anniversary date is six months after his/her hire date if that employee's job performance is satisfactory. That date will not change for as long as the employee is continuously employed. On the anniversary date each year, the employee becomes eligible for a 4% merit increase, until the employee reaches the maximum of the range.

Detail to Special Duty

Pay upon detail is the same as pay upon promotion. In addition, an employee who is on detail on his anniversary date becomes eligible for a merit increase in the position he is detailed to.

Demotion

All demotions require a 7% reduction in pay, which will be waived by the Department to promote the recruiting and retention of valuable employees. Also, a demoted employee may be made eligible to receive any subsequent pay increases upon promotion. This will be done in extenuating circumstances only, such as promotions from other agencies, within the Department or from one career field to another. This will not be done as a means to fraudulently grant pay increases.

9. DUTY ASSIGNMENTS & JOB DESCRIPTIONS

The duties of a specific position are assigned by the supervisor of that position. These duties are listed on a position description form, which is sent to Civil Service. The Classification and Pay Division of Civil Service then determines the proper job class for those duties, and allocates the position to that job class. Civil Service allocates positions based on the type of work and level of responsibility of the position. Factors such as volume of work or factors related to personal attributes of qualifications of the employee in the position are not considered by Civil Service when making an allocation decision on a particular position.

Position descriptions should accurately reflect all duties the incumbent is performing, but care should be taken not to exaggerate the duties. Civil Service suggests that job descriptions be prepared in collaboration with an employee's supervisor. Consulting with other employees in similar positions is acceptable, but copying another person's job description and presenting it as one's own is not acceptable. A guide for preparing job descriptions appears at the end of this section.

It is recommended that an employee's job description be updated whenever there is a substantial change in the duties of the position, particularly if there is a skill involved, such as typing, taking dictation, operating a computer or word processor, etc. It is not necessary to update the job description of a clerk whose job description says she files one type of document when that person also begins to file a second type of document. Filing is part of the job, and is accurately reflected in the job description. However, if the employee performs duties which will give him/her a greater range of skills and knowledge, the job description should be updated, especially in instances involving a skilled task which is added to a job description. Failure to do so can result in employees not receiving qualifying credit for those duties should they apply for a job which requires that experience.

EXAMPLE: A Typist Clerk has a job which includes working on the word processor 20% of the time, but those duties were not included in the original job description, and the job description was never updated to reflect that those word processing tasks were added. The employee applies for a Word Processor Operator position which requires six months of experience on a word processor. Civil Service will not allow qualifying credit for the employee's word processing experience, since it was not in the job description, and the employee misses a promotion.

Employees are encouraged to contact the Human Resource Office for information when job duties change.

Questions That Should Be Answered in a Job Description

1. What duties are performed regularly? Identify these in order of IMPORTANCE (not in order of time spent on the duty). Estimate a percentage of time spent on each duty.
2. What duties are performed periodically and/or infrequently?
3. What degree of supervision is received?

4. What degree of supervision is exercised over other employees? List their position titles and a brief description of the duties/responsibilities you supervise. NOTE: Employees who work in support units and who issue instructions or advice to employees in other units are not considered to be performing direct or project supervision. This duty should be explained, however, as it does indicate some degree of control over portions of the work of others.
5. How much power of decision making or judgment is allowed in performance of duties, especially the most complex or important ones assigned to the position?
6. What authority or responsibility exists for training others in the work unit, or directing the work of others in projects or specific functions?
7. At what stage of completion is the work submitted to supervisor for review?
8. How frequently are instructions received, and in how much detail?
9. What are the working conditions? Extreme conditions should be listed (field work requiring exposure to all weather conditions, etc.).
10. What machines or equipment are used or operated, and how frequently?
11. Contact with others outside of the agency: Who is contact made with, how frequently and to what purpose?
12. Frequency of travel required, if any.

Writing the Job Description

1. Begin sentences with an active, present tense verb. Prepare, submit, compile, conduct, write, type, plan, etc. If it is necessary to use a term which is vague, explain clearly the duties involved (Coordinate Project A by performing B, C and D). Use quantitative terms whenever possible (i.e., responsible for purchasing budget of ____ dollars, or for supervising a team of 10 employees, etc).
2. Put the most important task first. This may or may not be the most time consuming task.
3. Group similar tasks and estimate percentage of time for tasks performed. Similar tasks such as typing, filing, performing inspections, writing reports, etc., may be grouped and a percentage assigned to the GROUP of duties, rather than to individual tasks.
4. Be clear and use non-technical language. Civil Service will not understand technical terms or acronyms that are unique to your work. When acronyms or technical terms must be used, give a brief definition.
5. Refer to position titles rather than people. For example, state that you supervise two Clerk 2 positions, and not that you supervise Jane Smith and Susan Brown.
6. Describe the position's duties and responsibilities. but avoid explaining the procedures used to accomplish these.

7. Avoid fuzzy language. An expression such as "Handles outside contacts" might refer to the duties of a sales representative or of a receptionist. It might refer to routing phone calls, or it might mean meeting and negotiating with others. Be precise in describing how you handle, perform, compile, prepare, etc.
8. Be precise in defining responsibility. Responsibility is defined as the power of decision making or judgment assigned to the position; the impact of the work performed; supervisory authority; policy making authority, etc.
9. Remember that the length of the job description does not increase the importance of the job. Be as brief as you can, but do not leave out important information. A long job description with all important information included is better than a short one which leaves out most of what the employee is doing or is responsible for doing. Civil Service recommends a length of from one to five pages, depending on subject matter. Descriptions for positions in a "generic" job series (such as Typist Clerk) will usually be longer than those for positions in an agency-specific job series.

10. PERFORMANCE APPRAISAL

Performance Planning

Civil Service rules require that each new employee receive a PERFORMANCE PLANNING session within 30 days of employment. Permanent employees shall receive a performance planning session each year, no later than 30 days after their anniversary date, OR when the employee moves into another position which has a substantial difference in duties and responsibilities.

For the sake of convenience, it is recommended that supervisors hold the PLANNING SESSION for permanent employees at the same time as they hold the PERFORMANCE EVALUATION session.

In the Planning Session, a supervisor will advise the employee which of the performance factors apply to the employee's position. The supervisor should discuss those factors with the employee, and make note of any performance expectations discussed with the employee. The supervisor and the employee will each retain a copy of the Planning Document.

The employee should make sure he understands the factors and the performance expectations before signing the planning document. If an employee does not fully understand the performance expectation, he should discuss this with the supervisor until the expectation is clear. If a supervisor notices that the employee is not fulfilling a performance expectation, the supervisor may discuss the planning document and the expectations with the employee at any time during the year.

Employees can expect to receive an unofficial close-out rating and a new planning session if the employee or the employee's supervisor moves to a position elsewhere. If the duties of a job change substantially, the employee can expect another planning session to include the performance expectations for the newly assigned duties. Any additions to the planning document throughout the year should be initialed and dated by the supervisor and by the employee.

Performance Evaluation

Each employee shall receive a Performance Evaluation within the 60 days preceding the employee's anniversary date. For the sake of convenience, the Department recommends that supervisors hold next year's Performance Planning session at the same time as they meet with the employee to give this year's Performance Evaluation.

Upon completion of the performance evaluation session, a signed copy of the form must be given to the employee. One copy will be retained by the supervisor, and the original will be forwarded to the Human Resource office. The final forms will be kept in a file separate from the employee's personnel file, and will not be accessible to the general public. Final ratings of Needs Improvement or Poor will be reported to the Department of State Civil Service.

The final forms should contain the employee's signature and the rating supervisor's signature. The Performance Evaluation is valid even if the employee refuses to sign. The rating becomes official when a copy is given to the employee.

Performance Factors

The Performance Evaluation document contains several factors. The first section contains the following factors required for ALL jobs:

WORK PRODUCT	DEPENDABILITY
COOPERATIVENESS	COMMUNICATION
ADAPTABILITY	DECISION MAKING/ PROBLEM SOLVING

There are additional factors which may or may not apply to a specific job:

SERVICE TO CLIENTS / PUBLIC	USE OF EQUIPMENT & MATERIALS
PROJECT PLANNING & IMPLEMENTATION	

Some factors are mandatory for supervisors, and may be used for non-supervisory employees if applicable. These are:

WORK GROUP MGMT & LEADERSHIP
PERFORMANCE PLANNING & REVIEW

The final section may be used by a supervisor to write in factors that are specific to the position.

Ratings

A five-level rating system will be used for each factor, on the following scale:

- 1 = Poor
- 2 = Needs Improvement
- 3 = Meets Requirements
- 4 = Exceeds Requirements
- 5 = Outstanding

The ratings for each factor will be averaged, and the employee's overall rating will be assigned based on the following:

- 1 = Poor, average 1.00 – 1.49
- 2 = Needs Improvement, average of 1.50 – 2.49
- 3 = Meets Requirements, average of 2.50–3.49
- 4 = Exceeds Requirements, average of 3.50 – 4.49
- 5 = Outstanding, average of 4.50 – 5.00

Required Documentation

Supervisors may maintain a performance log for each employee. If a supervisor notices a trend during the year that an employee is failing to fulfill one or more performance expectations, the supervisor should discuss this with the employee, and the supervisor should make note of the discussion.

For any employee who receives a rating of Poor or Below Expectations, the supervisor must attach to the Performance Review form the documentation used to support the rating. This can be copies of performance logs, copies of letters of

counseling sent to the employee, notes about meetings held with the employee to discuss performance, etc.

Consequences of Poor Rating

An employee whose current rating is Needs Improvement or Poor is ineligible for merit increases, promotions, or permanent status (if the employee is a probational employee).

Re-rating

An employee who has received a rating of Poor or Below Expectations must be re-rated six months after the employee's anniversary date. The re-rating may be given up to 60 calendar days prior to or on the anniversary date.

Procedures to Request a Review of a Rating or Re-rating

Non-Permanent Employee, Any Rating:

A non-permanent employee who disagrees with any rating may present a written response to the rating supervisor. A copy of the response shall be attached to each copy of the performance planning and review document that is maintained by the Department. The rating supervisor shall consider the response and may raise the rating, if deemed appropriate. A meeting should be held with the employee to discuss the final decision. For non-permanent employees, this is the only level of review granted.

Permanent Employee, Any Rating:

A permanent employee who disagrees with any official overall rating or re-rating may present a written response to the Human Resource Office no later than 15 calendar days after the employee's anniversary date or 15 calendar days after the day that falls six months after the employee's anniversary date. In the request for review, the employee must explain why he/she believes a higher rating is warranted and must attach whatever supporting documentation the designated reviewer should consider.

If a written request for review is timely, a designated reviewer, usually the Assistant Commissioner of the office in which the employee is assigned, must review the rating, the request for review, and any supporting documentation. The reviewer must also discuss the contested rating with the employee and the rating supervisor. The designated reviewer may raise the rating, if deemed appropriate.

The designated reviewer shall notify the employee and the rating supervisor, in writing, of the results of the review. This notification shall be provided within 30 calendar days following the date the request for review was received in the Human

Resource office. Any change in rating shall be made retroactive to the anniversary date or in the case of a re-rating, on the day that falls six months after the employee's anniversary date. All documentation concerning the rating shall be maintained in the employee's PPR file.

Request to Be Rated When Officially Unrated

If an employee is unrated on his/her official anniversary date, the Human Resource Office will notify the employee in writing. The employee can request that his supervisor provide a rating by completing and returning the Request for Review form no later than 15 days after receiving notification of his unrated status. After receiving this notice, the Human Resource Office will require the Designated Reviewer of the appropriate office to review the request and notify the Human Resource Office within 30 days of the results of the review. Any changes to the employee's official rating will be made retroactive to the employee's anniversary date.

Appeals to the Civil Service Commission

A permanent employee who disagrees with the review by a designated reviewer has a right to have his/her PPR file reviewed by the Director of Civil Service or by the Director's designee. An appeal must be postmarked or received by the Director within 30 calendar days following the date the employee received a copy of the reviewer's decision. The employee must explain why there was no basis for the contested rating.

If the appeal is timely, the Director or his designee shall obtain and review the employee's PPR file. When the Director or the designee finds that the agency violated any Civil Service rule from Chapter 10, or that there was no documented, rational basis for a rating, the Director may order any contested rating changed as he deems appropriate. Insofar as practicable, the Director shall provide a written decision to the employee, the rating supervisor and the designated reviewer within 30 calendar days following the date the appeal was filed.

11. CODE OF ETHICS (CONFLICTS OF INTEREST)

All state employees are governed by the State Code of Ethics. It is generally expected that state employees will not accept gifts, extra remuneration, fees or honoraria for doing any service or thing pertaining to the duties expected of them in their positions.

No employee shall receive anything of economic value for the performance of his duties and responsibilities, except for the normal compensation and benefits offered by the employer.

No employee shall receive anything of economic value from a person or entity to whom the employee has directed agency business. For example, no public employee can receive a finder's fee (cash or otherwise) from a person for directing any governmental business to that person.

No employee shall receive anything of economic value for providing a service which is substantially related to the operations or responsibilities of the employing agency, or which uses official data or ideas which have not yet become public information.

No employee or any business wholly or partially owned by the employee shall receive anything of economic value for any service rendered UNLESS:

1. the services rendered are not within the course of the employee's official duties as a state employee,
2. the services are bona fide and are actually performed by the employee or his business,
3. the services are not prohibited by applicable laws and regulations which govern nonpublic employment for the employee, (RS 42:1112 or other applicable laws), and
4. the services are not performed for nor paid by any person from whom the employee is prohibited from receiving a gift. (RS 42:1115).

Unless prohibited by RS 42:1116, an employee may enter into a contract for future employment while still employed by the State; however, the employee cannot receive, directly or indirectly, anything of economic value while still employed by the State, in consideration of the future employment. No employee or business owned or by the employee shall receive anything of economic value for assisting a person in a transaction with the employing state agency. This also applies to any business for which the employee serves as an officer, director, trustee, etc.

No employee shall participate in a transaction involving the governmental entity in which he has a substantial personal economic interest. This also includes, but is not limited to:

1. Any member of the employee's immediate family,
2. Any person the employee is negotiating with or has an agreement with concerning future employment,
3. Any business which the employee wholly or partially owns or controls.

No employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity if the employee knows or should reasonably know that the person or his representative:

1. Is seeking to obtain a business or financial relationship with the employee's agency, or
2. Is seeking to influence legislation by the agency, or

3. Conducts operations or activities which are regulated by the agency, or
4. Has economic interest in the performance or nonperformance of the employee's public duties.

12. PROHIBITED POLITICAL ACTIVITY

Classified Employees

Classified state employees are prohibited by the State Constitution and Civil Service Rules from participating or engaging in political activity. Political activity is defined as "an effort to support or oppose the election of a candidate for political office or to support a particular political party in an election". The restriction on political activity does NOT prohibit employees from 1) expressing opinions privately, 2) serving as a Commissioner or Watcher at the polls, or 3) casting a vote during an election.

The restrictions apply to ALL classified employees regardless of whether the employee is on active duty or off duty; on ANY type of leave; off duty on a holiday, or under suspension.

Prohibited Activities (Classified employees)

Activities which are prohibited (either directly or indirectly through a spouse or another person) are:

- Become a candidate for nomination or election to public office.
- Become a member of any committee of a political party or faction.
- Make, solicit or accept contributions on behalf of any political party, faction or candidate.
- Attend any fund raising event of a political party or candidate, even if you are given a free ticket to the event.
- Take an active part in the management of a political party, faction, candidate or campaign.
- Solicit votes for or against a candidate or political party.
- Publicly announce support for or opposition to a candidate or political party.
- Distribute campaign material.
- Contribute time, money or property in support of or opposition to a political party or candidate.
- Display a bumper sticker on the automobile you drive.
- Place a sign on your property in support of or opposition to a political party or candidate.
- Vote at the caucus or convention of a political party, candidate or faction.
- Wear or display T-shirts, hats, buttons or other political material in support of or opposition to a political party or candidate.

Activities Which Are Allowable (Classified employees)

- Serve as a poll commissioner or official watcher on behalf of a governmental entity at the polls.
- Publicly support or oppose ISSUES involving bonded indebtedness, tax referenda or constitutional amendments.
- Publicly support or oppose ISSUES of public debate other than in support of or opposition to a political party or candidate.
- Sale of services for fair market value to a political party, faction or candidate.
- Membership in a private organization which may, under certain circumstances, endorse a candidate for public office, as long as the primary purpose of the organization is other than to support or oppose political parties, factions or

candidates, AND provided the employee does NOT take an active part in the management of the affairs of that organization.
Attend a social function where all candidates appear and express their views.
Attend an election night party that is open to the public at large.
Appear in a photograph with your spouse who is a candidate for elective office.
Serve as host or hostess at your home when your spouse is a candidate for election and hosts a party at your home in support of the candidacy, BUT you may not take an active part by soliciting campaign contributions or other political activities.

Unclassified Employees

The Louisiana Code of Ethics prohibits employees in the Unclassified service from:

Soliciting campaign contributions or other financial support while on state time or during regular office hours.

Using state equipment, personnel, material, or office space for the raising of political contributions or other financial support.

Soliciting campaign contributions or other financial support from persons, entities or corporations that are either conducting operations or activities which are regulated by the employee's appointing authority, have activities which may be substantially affected by the employee's performance or non-performance of official duty, and either have or are seeking to obtain contractual or other business or financial relationships.

Employees are urged to contact the Human Resource office for information if they are unsure about whether a particular activity is allowable or not allowable.

13. DEPARTMENTAL GRIEVANCES & CIVIL SERVICE APPEALS

Grievances

The Departmental grievance procedure is intended for use when a dissatisfaction arises in a day to day relationship between employees or between the employee and the employer.

Civil Service Appeals

Classified state employees can appeal to the Civil Service Commission for relief from adverse actions (disciplinary actions, rule violations, discrimination). The Commission has the exclusive power to hear and decide all removal and disciplinary cases, and to decide the relief to be granted. Generally, disciplinary and discriminatory actions are appealed to the Civil Service Commission, and should not be processed through the agency's Grievance Procedure. As a general (but not necessarily all-inclusive) guide, the Civil Service Commission assumes jurisdiction over the following types of actions:

1. ANY disciplinary action toward a permanent employee.
2. Political, religious, or racial discrimination.
3. Assignment of "Needs Improvement or A Poor performance evaluation ratings.

Employees with grievances similar those listed above should immediately contact the Department of State Civil Service or the agency's Human Resource Office to obtain information regarding the correct method for filing an appeal and to ensure that the appeal is filed within the prescribed time limits.

Procedures to File a Grievance or an Appeal

Information on the procedures to follow to file a formal in-house grievance or to file a Civil Service Appeal can be found in the Procedures Section of this manual (Section IV).

It is often difficult to determine if a particular grievance should be handled through the Department's grievance procedure or through an appeal to the Civil Service Commission. Therefore, employees are urged to obtain assistance in deciding which method to pursue. Inquiries may be directed to the Human Resource Office at (225) 922-1255, or to the Assistance Division of Civil Service at (225) 342-8276. All inquiries will remain confidential.

Time Constraints

Employees should note that there are time constraints for either beginning the grievance process or for filing a Civil Service appeal. Delays may result in either the grievance or the appeal being rejected for failure to meet appropriate deadlines.

DEPARTMENT OF AGRICULTURE & FORESTRY POLICY ON OPTIONAL PAY ADJUSTMENTS

STATEMENT OF POLICY

It is the policy of the Department of Agriculture & Forestry to provide uniform guidelines and criteria for optional pay adjustments as a means to address certain pay issues under Civil Service Rule 6.16.2.

Pay adjustments may not be applied retroactively and qualifying events must occur on or after the effective date of this policy.

APPLICABILITY

This policy applies to full-time classified employees with **permanent status**.

IMPLEMENTATION

This Optional Pay Policy will become effective on the date signed by the Appointing Authority of the Department of Agriculture and Forestry. Subsequent revisions will be effective on the date the Appointment Authority of the Department has approved and signed the revisions.

RESPONSIBILITIES

The Assistant Commissioner of each Office will be responsible for assuring that requests for optional pay adjustments are requested in accordance with this policy and for **certifying that adequate funding is available**. The request must be forwarded to the LDAF Human Resource Director for review prior to obtaining approval from the Appointment Authority.

The appointing authority will be responsible for approving each request before pay adjustments are granted.

The LDAF Human Resources Office will be responsible for public posting of all recipients and pay adjustments and reporting requirements to the Department of Civil Service.

PAY ADJUSTMENTS

1. The maximum pay adjustments shall not exceed 10% of an employee's annual base pay in a fiscal year (July 1 to June 30). The adjustment may be made as either a lump sum payment and/or a permanent addition to an employee's base salary.
2. **Employees at range maximum are only eligible for a lump sum adjustment.** If a proposed increase would raise an employee over the maximum of the pay range, the employee may be given the increase to the maximum of the range and the remaining percent of the proposed adjustment may be given in a one-time lump sum.
3. **Pay adjustments cannot duplicate payments received under other pay rules, such as rewards and recognition, and employees cannot receive an adjustment each year unless different criteria are met.**

CRITERIA

1. **Provided that funding is available**, the appointing authority may request pay adjustments for the following circumstances:
2. **To retain and "essential" employee with a special skill and/or knowledge that the department and state service is in serious risk of losing to the private sector and replacement would be extremely difficult.** Evidence must be provided that the employee has been offered a job with a higher salary from the private employer.
3. **To adjust pay differentials between comparable employees in either the same job series or supervisory chain when the appointing authority believes there are special circumstances that warrant an adjustment.** Such increases are limited to those cases where a junior employee's pay rate surpasses the pay rate of senior employees due to the implementation of other Civil Service rules that cause the pay discrepancy. This can only be used to "fix" obvious, rate pay inequities. It does not apply for normal circumstances where subordinates earn more than their supervisors due to seniority.
4. **To recruit permanent state classified employees into difficult-to-fill positions.** This will apply only to those jobs for which an inadequate certificate is issued or to a job in a shortage category. Offices must first make a diligent effort to appoint an employee at the normal rate of pay.

5. To compensate employees for assuming and performing additional duties that are job related, but not limited in the latest job description on file, either on a temporary or permanent basis. This can only be used if the permanent duties assigned are not significant enough to result in a reallocation as determined by the submission of an **updated** position description.

6. Employees assigned **temporary** duties that are related to a specific assignment/project with a definitive goal may be compensated only with a **lump sum payment** upon completion of the assignment/project.

PROCEDURES

A. **Retention of an “essential” employee** – A written request for optional pay adjustments should be made by an Assistant Commissioner and must include the following:

1. Justification for the request must include an explanation of the special skills or knowledge possessed by the employee and how that skill or knowledge is related to the job performed by the employee and the resulting outcome to the agency due to the loss of the employee.
2. A copy of the written salary offer (on company letterhead or reasonable substitute) from the private employer making the offer must be attached.
3. If a written copy is unavailable, provide information about the offer including the name of the individual who made the offer, the nature of the position offered, and the salary offered. Also provide documentation of the verification process, to include the name and title of the individual with whom the offer was verified, the dates and time the verification took place and who in your office conducted the verification.
4. The amount of pay increase (%) requested and whether the request is for a lump sum and/or an increase to the base pay.

B. **Pay differentials between comparable employees** – A Written request signed by the appointing authority must include the following:

1. An explanation of the disparate pay situation, what is the discrepancy, who did it occur.
2. A copy of a current organization chart of the section

3. A list of other employees in the section to whom the subject employee is currently being compared, to include name, job title, pay grade and salary.
4. The amount of pay increase (%) requested and whether the request is for lump sum and/or an increase to the base pay.
5. Any other data or information considered relevant to the request.

C. Recruitment of employees for difficult-to-fill positions – A written request signed by the Assistant Commissioner must include the following:

1. An explanation of the positions duties, locations, environmental conditions or other situations that define the position as difficult-to-fill and, any other information that explains why the position requires special pay offerings in order to successfully recruit.
2. Documentation of recruitment efforts, including Civil Service Certificates received the results of working that Certificate, advertisements posted and the results, and turnover information; such as, dates the position was vacated, by whom, where the employee went, the reason for leaving, etc.
3. Provide specific and detailed information on the applicant currently being considered for the position.
4. The amount of pay increase (%) requested and whether the request is for a lump sum and/or an increase to the base pay.

D. Compensation for additional duties – A written request signed by the Appointing Authority must include the following:

1. If new duties are assigned on a **permanent** basis, an explanation of the additional duties is required, an estimate of the percentage of time that will be spent on the new duties and a copy of the official updated position description (SF-3)

Explain why the permanent duties were assigned to a particular employee rather than another employee or divided among a group of employees.

2. If new duties are assigned on a **temporary** basis, provide an explanation of the additional duties to include the specific assignment/project to which the additional duties are related, the goal of the assignment/project, the projected duration of the assignment/project, and


an estimate of the percentage of time which will be spent on the additional duties.

Explain why the temporary additional duties were assigned to a particular employee rather than another employee or divided among a group of other employees.

3. The amount of pay increase (%) requested and whether the request is for a lump sum and/or an increase to the base pay.

POSTING REQUIREMENTS

This policy shall be posted and available to all employees. A listing of all recipients who receive pay adjustments under the provisions of this rule will be posted for a one month period on an annual basis in each Office and in the Human Resource Office.

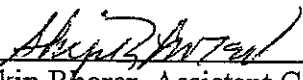
 12/20/04

SKIP RHORER 12-20-04
APPOINTING AUTHORITY

**LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY,
PERSONNEL OFFICE**

EFFECTIVE DATE: November 12, 2002

SUBJECT: LDAF, Civil Service Rule 6.5(g) "Hiring Rates-Extraordinary
Qualifications/Credentials" Policy

AUTHORIZATION: 
Skip Rhorer, Assistant Commissioner of Management & Finance

POLICY

The Department of Agriculture & Forestry will consider paying a new classified employee above the minimum rate of the pay grade, not to exceed the third quartile, on a case by case basis when the applicant possesses superior qualification/credentials/skills above and beyond that normally required for the position. The extraordinary qualifications/credentials/skills must be particularly beneficial in performing the duties of the position to be filled. Specific verification of the qualifications/credentials/skills possessed is required and documentation must be created and available for audit.

NO OFFER OF EMPLOYMENT ABOVE THE MINIMUM SHALL BE MADE
WITHOUT THE PRIOR REVIEW OF THE DOCUMENTATION BY THE
HUMAN RESOURCES OFFICE AND PRIOR APPROVAL OF THE
APPOINTING AUTHORITY.

A request may be made to adjust current probational and permanent employees who occupy positions in affected jobs and possess the same or equivalent qualifications/credentials/skills. Upon the approval of the appointing authority, salaries may be adjusted up to the same rate (or given a corresponding percentage increase). The qualifications/credentials/skills must be beneficial in the position the employee occupies. Again, specific verification of the qualifications/credentials/skills possessed is required and formal documentation is created and available for audit.

RESPONSIBILITY

The Human Resource Manager is responsible for documenting and verifying each of the qualifications/credentials/skills, which make the applicant extraordinarily well qualified. In addition, they must demonstrate a direct correlation between the extraordinary qualifications and the duties and responsibilities of the position to be filled. The Human Resource Manager will also be responsible for documenting and verifying the same information if a request is made to

compensate a current employee who possesses the same or equivalent extraordinary qualifications/credentials/skills.

The Section or Division Head will be responsible for reference checking from the applicant/employee.

QUESTIONS:

Questions regarding this policy should be directed to the Office of Human Resources.

EXCEPTIONS:

Requests for exceptions to this policy should be submitted in writing to the appointing authority with specific and compelling justification.

REFERENCE CHECKING

Reference checking is an important part of our hiring process. In addition to contacting the individuals furnished to us as references on the potential new employee Civil Service Application or resume, we may also contact other business associates, acquaintances and friends.